

To: prcwater@aol.com[]
Cc: CN=Dave Kluesner/OU=R2/O=USEPA/C=US@EPA;CN=Janet Stephens/OU=R2/O=USEPA/C=US@EPA[]; N=Janet Stephens/OU=R2/O=USEPA/C=US@EPA[]
From: CN=Arlene Chin/OU=R2/O=USEPA/C=US
Sent: Thur 9/22/2011 11:37:10 PM
Subject: Award Notice: EPA Agreement No. 1-97298303
[PRC 1-97298303 NCTE Letter.pdf](#)
[PRC 1-97298303 Award Notice.pdf](#)
<http://www.epa.gov/ogd/forms/adobe/SF425.pdf>
http://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/ffr_instructions.pdf
http://epa.gov/osbp/pdfs/5700_52a.pdf
http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf

Dear Ms. Filippone:

Attached is your notice of Amendment and cover letter. Please print one copy for your records and also sign, date and return to us a second copy as an affirmation of your award. You have the option of either printing out a hard copy, signing and dating it, and mailing it back to us per the instructions in the attached cover letter, OR, you can send a signed and dated pdf version electronically to our dedicated e-mail in box: Region2_GrantApplicationBox@epa.gov. Thank you in advance for your prompt attention to this matter.

As a reminder EPA Region 2's dedicated email in-box may also be used for receiving original pdf copies of grant forms and documents. The email in-box address is Region2_GrantApplicationBox@epa.gov and we will accept signed pdf copies (documents submitted in other file formats will not be accepted) of the following documents through this box:

- Financial assistance applications for grants and cooperative agreements that are not otherwise required to be submitted through Grants.gov, including all required forms, assurances and certifications. Only scanned pdf documents with signatures will be accepted as valid applications.
- Counter-signed grant awards (acceptance copies);
- Requests for award amendments, including requests to rebudget funds and to extend the budget and/or project periods of the award;
- Indirect Cost Rate agreements and proposals;
- Courtesy copies of Federal Financial Reports (FFRs; Standard Form 425s) that you submit to the EPA Las Vegas Finance Center. A blank copy of the current Form 425 can be downloaded from the EPA website, <http://www.epa.gov/ogd/forms/adobe/SF425.pdf> along with the instructions for completing this form http://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/ffr_instructions.pdf;
- EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements." Only scanned pdf documents with signatures prepared on the current form will be accepted as valid reports. Documents submitted in other file formats or on expired forms will not be accepted as valid reports. A blank copy of the current Form 5700-52A can be downloaded from http://epa.gov/osbp/pdfs/5700_52a.pdf.
- Updates to recipient information, including email addresses, changes in contact information or changes in authorized representatives. A blank copy of the Key Contacts Form can be downloaded from http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf.

Please be aware when sending documents, 15 Megabytes is the size limit for our email system. Emails greater than 15 Megabytes will not be received.

Sincerely,
Arlene Chin

Arlene Chin
Grants Management Specialist
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